

Police Officer 1

DEPT: Police
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Protective Service



POSITION SUMMARY

Performs a variety of **entry level technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Lehi City. Functional assignments may include one or more of the following: patrol, investigations, domestic violence, animal control, emergency management, youth court, code enforcement, court security, school resource, internal affairs, safety, firearms/in-service training, drug awareness, task forces, K-9 program, warrants, technologies, administrative services, evidence and records management.

SUPERVISION RECEIVED

Works under the general supervision of a Sergeant or Corporal.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General Law Enforcement Performance Expectations: Performs duties that put life and/or personal safety at risk; performs duties to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators a appropriate; enforces traffic laws and regulations to assure safe and efficient traffic flow; conducts speed enforcement activities; initiates traffic stops and issues citations.

Investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes appropriate action to solve case and to bring suspects before proper judicial process; investigates traffic accidents, enforces traffic and parking violations; directs traffic and assists motorists as needed.

Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable.

Completes detailed and accurate reports of daily activities, criminal cases, arrests, traffic accidents and other cases as appropriate; presents evidence and testimony in court and other hearings as required.

Operates police vehicle and other department equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public; maintains visible presence to deter and prevent crime.

Performs foot patrol in the business areas to acquaint themselves with the business community and to make themselves more readily available to the citizens; checks for building security and illegal activity.

Performs ongoing public relations to enhance the image of the department within the community; as assigned, represents the department by speaking at public meetings and schools to educate and inform citizens; presents a professional image in both appearance and demeanor.

Attends court and gives testimony as needed to relate circumstances of arrests and various enforcement activities.

Serves warrants, processes, notices, summons and subpoenas and keeps records of disposition.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus "basic certification" through P.O.S.T.;

AND

B. No experience necessary;

2. Knowledge, Skills, and Abilities:

Some knowledge of modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances; methods of arrest; practices and procedures for emergency vehicle operation; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

Some Skill in the use of firearms, non-lethal weapons, police vehicle, emergency equipment, intoxilyzers, radar units, and restraining devices.

Ability to react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be 21 years of age and pass comprehensive background investigation. Must complete psychological examination. Must possess a valid Utah State driver's license. Must maintain law enforcement certification by completing annual training requirements of POST and the department.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)